



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

GARAGE SUPERVISOR

Job Number: 20000589

Job Code: 17160V150916

Job Group: 1700 - AUTOMOTIVE AND MECHANICAL

Job Established: 06/16/1982

Job Revised: 02/16/2009

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the activities and employees in an automotive repair and maintenance garage; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have five years of experience in automotive vehicle and equipment repair and maintenance.

Substitute EDUCATION for EXPERIENCE:

Related vocational or technical school training will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in automotive vehicle and equipment repair and maintenance will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license. Must maintain a valid driver's license for the length of employment in this job. An employee in this job title must furnish the agency's appointing authority within six months of appointment into the job title, documentation that he or she possesses a valid Class A commercial driver's license and must maintain a valid Class A commercial driver's license for the length of employment in this job title. <http://transportation.ky.gov/driver-licensing/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns responsibilities, duties and work to automotive mechanics and support staff in a garage where the repair and maintenance of light and heavy duty equipment are performed. Coordinates all activities between employees and other organizational staff. Reviews and inspects work for accuracy and completeness. Reviews and completes necessary forms, reports, requests and bills. Maintains an inventory of manuals, supplies and parts necessary for the functioning of the garage. Provides assistance for difficult mechanical or logistical problems. Explains all procedural and policy issues affecting the unit.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a garage or field setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.